

MEMORANDUM

http://www.canr.msu.edu/ans/extension/horse_youth_programs

Please distribute the following to each exhibitor:

- Copy of the Exhibitor Entry Form
- Delegate Information Packet

ALL PARTICIPANTS SHOULD BE PROVIDED THE COMPLETE DELEGATE INFORMATION FOR REVIEW BEFORE COMPLETING ENTRY FORM AND BE GIVEN A COPY FOR THEIR REFERENCE!

Entries will only be accepted as a single mailing from each county sent directly to the Department of Animal Science. Checks made payable to MSU. Checks made out by the families may be sent to the **Department of Animal Science** with your transmittal, or to the State 4-H/Business Office. (Animal Science Acct DN022677 subaccount 1066) If you have questions about how to handle checks/payment, please contact Carla at 517-432-5402 or email at MCLACHL2@msu.edu. A completed **County Summary Sheet** as well as a copy of the transmittal must be included. Send your complete mailing to the: State 4-H Horse Show, 474 South Shaw Lane, Anthony Hall, Room 1287, East Lansing, MI 48824-1225

All horses exhibited at the State 4-H Horse Show should be the youth's project animal, designated as such at the beginning of the current year's qualifying period (as determined by your county program).

A negative 12 Month Coggins Test (No earlier than August 13, 2016) is required for participation at the State 4-H Horse Show. The completed entry, including the photocopy of the test, must be postmarked **no later than July 12**. In addition to the photocopy of the test sent with the entry form, **the copy of the test needs to accompany the participant to the show to meet the requirements of Michigan law.** Return of test results from the State veterinarian's office cannot be assured on tests done **within two weeks** of the deadline.

Exhibitors who need to arrive before their designated check in time or need to stay over after completing their show section must call the State Office for approval (517) 432-5402 or (517) 353-1748. **Siblings traveling to the State 4H Horse Show will not be charged an extra stay fee – however they must call for the approval number.** A \$20.00 fee will be charged to others requiring extra stay – **but only after approval from the State office.**

Counties are responsible for ensuring that all fees are forwarded to the appropriate account. – All fees must be received from counties by August 1). Entry fees are **NON-REFUNDABLE**, even in cases of inclement weather, sick or injured horses, etc.

Exhibitor age will be determined as of January 1, 2017. Horse ages are also determined as of January 1, 2017. Please check this information on the entry forms before mailing them to MSU.

Counties submitting entries to the State 4-H Horse Show are responsible for providing show volunteers to assist with the show. Please note that volunteer requests for preferred time and ring cannot be guaranteed – read the information carefully. These volunteer quotas are based on the county show quotas. Counties who do not fulfill their help quotas will be subject to reduced show member quotas in future years. **Please return the enclosed applications with entries by JULY 12** so the volunteers can be notified prior to the show. **Complete mailing address and completed background check authorization is needed (or county VSP).** Please note that county volunteers will be credited as helpers only if they are pre-registered and check in and register the morning of the show on the day in which they have been assigned. Please read the forms closely so volunteers understand their responsibilities! **Show entries will not be processed until complete volunteer information is received.** Your cooperation is appreciated. Appropriate volunteers are critical to the success of this show and are greatly appreciated.

Entries are accepted based on the quotas assigned to your county. There is no penalty for not sending the maximum allowed delegates. PEP Program entrants and Miniature Horse exhibitors are not included in county quotas.

If you have any questions regarding this information, please contact Taylor Fabus at 474 S Shaw Lane, Room 1287,

http://www.canr.msu.edu/ans/extension/horse_youth_programs

Department of Animal Science, Michigan State University, East Lansing, MI 48824-1225, 517/353-1748, tenlenta@msu.edu or Carla McLachlan at 517/432-5402 or MCLACHL2@msu.edu.

Thank you very much!

For County Staff & Committees – State 4H Horse Show

1. Your county is responsible for selecting its own State 4-H Horse Show participants according to local criteria. Your county quota has been provided to your County Extension Office. Counties are encouraged to use "Guidelines for Selecting State 4-H Horse Show Delegates" included in this packets.
2. Each county should measure all ponies and mini horses before they are entered in classes (Ponies through 56'' in height). (Miniature horses: 34 – 38 inches) They will be measured again at the state horse show.
3. **All horses exhibited at the State 4-H Horse Show should be the youth's project animal, designated as such at the beginning of the current year's qualifying period (as determined by your county program).**
4. Each county is encouraged to send one 4-H member with a documented disability to participate in the Show (this member will not be included in the county quota). The member must show under all existing standards, and the county must determine that he or she can compete in the classes without danger to himself or herself, or to others. This participant is not considered a PEP (Proud Equestrian Program) entrant.
5. Pre-register each entry (including designated alternates) by providing participants with the delegate information which includes the schedule, an entry form, and all other information provided to each County Extension Office by the Equine Extension Educator. Participants should fully complete the entry form and return it to their County Extension Office to be forwarded with all other entries from their respective county to State 4-H Horse Show, 474 S. Shaw Lane, East Lansing, MI 48824. Counties should send their completed entries to that office as soon as possible after the county's 4-H Horse Show delegate selection day. **ENTRIES WILL NOT BE ACCEPTED FROM INDIVIDUAL EXHIBITORS.**
6. No exhibitor (regular delegate or alternate) will be permitted to show unless he or she has a completed entry (including a negative 12 Month Coggins Test (No earlier than August 13, 2016) on file with the Equine Extension Youth Specialist **July 12, 2017**. Forms must be typed or printed. Volunteer information must also be included.
7. Counties must notify the Equine Extension Educator of all alternate substitutions before **Tuesday, Aug 8, 2017 at 5:00 p.m.** If the county chooses, entry fees paid for regular exhibitors may be transferred to alternates. **No refunds of entry fees will be given for any reason.**

GUIDELINES FOR SELECTING STATE 4-H HORSE SHOW DELEGATES

These guidelines were developed using information provided by the State 4-H Horse Show Programming Committee and a survey sent to each county 4-H horse program in Michigan. County 4-H Horse Committees are encouraged to use this document as a guideline in developing their own written selection system. Counties should outline their objectives before designing their own selection procedures.

OBJECTIVES

For exhibitors to be outstanding representatives of their county's 4-H horse program while developing positive life skills, leadership experiences, good sportsmanship and other desirable character traits to make them successful individuals.

- For exhibitors to experience the pride and responsibility of caring for a horse, including learning good management practices with their project.
- For exhibitors to gain skills in horsemanship, show ring etiquette and horse handling safety.
- For exhibitors to meet other 4-H members, leaders and families from around the state.
- For exhibitors to compete on a statewide level.
- For exhibitors to increase their skills & knowledge in horse show management, the horse industry, communications and community service.

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RECOMMENDATIONS

1. Selection of participants should be based on:
 - a. Show performance with their project at designated county shows/fairs
 - b. Club participation and performance
 - c. Participation in non-competitive aspects of their 4-H project area. (ex. Community service projects, Mentoring programs, Teen Leader roles, “horseless” horse activities, regional and state level opportunities such as Exploration Days, Teen Leader Workshops, State 4-H Trail Ride, State Programming Committees)
 - d. Participation in other county, regional, and state competitive horse activities such as State 4-H Horse Award process, Horse Judging, Hippology, Horse Bowl, Public Speaking, Demonstrations, Photography, Art
 - d. Record-keeping ability and performance
 - e. Positive attitude and good sportsmanship
 - f. Ability to perform adequately in classes they will be participating in at State 4-H Horse Show
2. Counties should consider providing activities:
 - a. Where only county members participate
 - b. That include all classes that are offered at the State 4-H Horse Show (for which the county has interested and eligible members)
 - c. That include a point system for all aspects of the selection process (developed by a county committee) to assist in selecting delegates
 - d. That exhibit the member’s overall horse knowledge
 - e. Officiated by Michigan 4-H Horse Judges
3. Members and their projects must meet State 4-H Horse Show guidelines.
4. Additional factors to be considered:
 - a. Preference given to members in their last year of 4-H because of upper age limits
 - b. Whether a member has exhibited at the State 4-H Horse Show previously
 - c. The need for a distribution of delegates from throughout the county
 - e. The member's club and recordkeeping performance (as previously mentioned)

Selecting county delegates to the State 4-H Horse Show should be a cooperative decision made by County Extension staff and a County 4-H Horse Adult & Teen Leader Committee. Members and leaders should know well in advance of delegate selection what selection methods will be used.

The knowledge the member has gained should be emphasized. Exhibiting at the State 4-H Horse Show should assist in evaluating the member's progress rather than be the major project emphasis.

IN ADDITION TO OUR PROUD EQUESTRIAN PROGRAM CLASSES THESE GUIDELINES ARE FOR INVOLVING 4-H MEMBERS WITH DISABILITIES IN NON-PEP CLASSES AT THE STATE 4-H HORSE SHOW

Situation Statement

The State 4-H Horse Show has been open to participation by 4-H members with documented disabilities. However, to encourage counties to involve more members with disabilities in the show, the enclosed guidelines took effect in 1984. The State 4-H Horse Show provides an opportunity for riders in the Proud Equestrian Program (PEP) to participate in a mainstreamed setting, as well as the PEP Classes outlined in other areas of this packet of information.

General Rules

Counties are encouraged to send one 4-H member with documented disabilities from their county to participate in the State 4-H Horse Show. This member is in addition to the specified county quota. The member must show under all existing standards and environmental conditions. The county must determine that the member with

disabilities can compete, given the existing regulations and safety standards of the State Horse Show and the Proud Equestrian Program, without danger to himself/herself or to others competing in the show.

Purpose

The State 4-H Horse Show and the State 4-H Programming Committees stress providing members with documented disabilities with an opportunity to participate in a wide-variety of 4-H activities. Members with disabilities may be a part of a mainstreamed 4-H Horse Club and/or they may be part of an organized PEP program. Riders may qualify in either area.

Selection

Participation must be based on an individual's competency and skill level. When identifying delegates input from the 4-H Youth Agent, county horse programming committee, 4-H leader, and parents should be considered. If the rider is from a PEP program, the certified PEP instructor should be asked for his/her input.

Rules

1. All rules for the State 4-H Horse Show will apply to all delegates, including members with disabilities, except for the rule that states that a horse should be in the continual care of the member from May 1st. A horse need not have been under the continual care of the member with documented disabilities. PEP riders must participate on a horse that has been selected and approved by a certified PEP instructor.
2. Riders selected from a PEP program will be required to wear safety helmets and use peacock stirrups in addition to standard show ring attire. All other clothing and appointment rules apply.
3. The certified instructor must be present on the site during the PEP rider's participation in all State Show events.
4. Medical forms for PEP riders must be present with the instructor during the event.

COUNTY HORSE & PONY QUOTAS - 2017 STATE 4-H HORSE SHOW

2017 entries will be accepted only on the quota system. If you are unsure of the quota in your county – please call for information. The quota for 2017 is based on county enrollments in the 4-H Horse and Pony Projects. ** Entry forms are due to the Equine Extension Youth Specialist **JULY 12, 2017**. Please remember that entry forms will only be accepted from a County Extension Office.

The show formula is as follows:

0 - 20 = 2	106-125 = 12	206-225 = 20	306-325 = 25
21 - 45 = 3	126-145 = 14	226-245 = 21	326-345 = 26
46 - 65 = 5	146-165 = 16	246-265 = 22	346-365 = 27
66 - 85 = 7	166-185 = 17	266-285 = 23	366-over= 28
86-105 = 10	186-205 = 18	286-305 = 24	

Counties have their horse and pony quotas reduced if they do not fulfill their quotas of volunteer helpers at the previous year's State 4-H Horse Show or if stalls are not cleaned after the show. All quotas are calculated on a county basis. Figuring quotas on a district basis or reassigning quotas to another county is not permitted. Counties are encouraged to send one 4-H member with disabilities from their county to participate in the State 4-H Horse Show (not included as a PEP Program entrant). This member will not be included in the county quota. The members must show under all existing standards, and the county must determine that the member can compete in the classes without danger to himself/herself or others in the classes. Exhibitors with Miniature Horses are not included in the county quota.

2017 4-H Horse Program State Show Quota

County	Enrollment	Member Quota	Vol Quota	County	Enrollment	Member Quota	Vol Quota
Alcona	24	3	1	Lapeer	151	16	3
Alger	5	2	1	Leelanau	33	3	1
Allegan	220	20	4	Lenawee	230	21	4
Alpena	70	7	2	Livingston	206	20	4
Antrim	16	2	1	Luce	0	2	1
Arenac	38	3	1	Mackinac	27	3	1
Baraga	7	2	1	Macomb	199	18	3
Barry	291	24	4	Manistee	46	5	1
Bay	73	7	2	Marquette	53	5	1
Benzie	8	2	1	Mason	134	14	3
Berrien	354	27	5	Mecosta	222	20	4
Branch	167	17	3	Menominee	62	5	1
Calhoun	218	20	4	Midland	323	25	4
Cass	369	28	5	Missaukee	27	3	1
Charlevoix	58	5	1	Monroe	233	21	4
Cheboygan	118	12	2	Montcalm	236	21	4
Chippewa	48	5	1	Montmorency	24	3	1
Clare	83	7	2	Muskegon	175	17	3
Clinton	101	10	2	Newaygo	343	26	5
Crawford	0	2	1	Oakland	311	25	4
Delta	106	12	2	Oceana	85	7	1
Dickinson	97	10	2	Ogemaw	25	3	1
Eaton	204	19	4	Ontonagon	7	2	1
Emmet	124	12	2	Osceola	232	21	4
Genesee	97	10	2	Oscoda	0	2	1
Gladwin	104	10	2	Otsego	72	10	2
Gogebic	18	2	1	Ottawa	335	26	5
Grand Traverse	110	12	2	Presque Isle	5	2	1
Gratiot	85	10	2	Roscommon	8	2	1
Hillsdale	170	17	3	Saginaw	83	7	2
Houghton/Keweenaw	9	2	1	St. Clair	362	27	5
Huron	118	12	2	St. Joseph	340	26	5
Ingham	386	28	5	Sanilac	185	17	3
Ionia	130	14	3	Schoolcraft	2	2	1
Iosco	46	5	1	Shiawassee	217	20	4
Iron	8	2	1	Tuscola	191	18	3
Isabella	139	14	3	Van Buren	135	14	3
Jackson	149	16	3	Washtenaw	370	28	5
Kalamazoo	194	18	3	Wayne	100	10	2
Kalkaska	37	3	1	Wexford	15	2	1
Kent	527	28	5	Totals	10930	982	199
Lake	0	2	1				

STATE 4-H HORSE SHOW VOLUNTEER WORK EXPERIENCE
AN OPPORTUNITY AND RESPONSIBILITY FOR
MICHIGAN 4-H HORSE CLUB MEMBERS & VOLUNTEER LEADERS

OBJECTIVE: To provide members and leaders with an opportunity to observe and assist in the operation of the State 4-H Horse Show.

QUOTA SYSTEM: A minimum of one adult volunteer and not more than two teen volunteers - according to the following quota system are required from each County. Volunteers will **only** be credited to their county's quota system if they check in and register at the show. **Counties who do not fulfill their help quotas will be subject to reduced show member quotas in future years. See County Quota listing for county volunteer numbers.**

0-6 participants	1 helper	7-12 participants	2 helpers
13-18 participants	3 helpers	19-25 participants	4 helpers
26+ participants	5 helpers		

The show will begin at 9:00 a.m. each day, volunteers should plan to check-in and be present for an orientation meeting that will be held at 7:45 a.m. in Classroom D at the Pavilion for Agriculture and Livestock Education (4301 Farm Lane).

If you would like to come early or stay over 1 day to fulfill the volunteer quota, a limited number of approvals will be made, however the extra stalling fee of \$20 will be required, as well as approval from the State Office.

Please complete the enclosed application form as well as the background check authorization form. (Please note this is a different background check than is required for County programs) Applications and background check authorization are due, with the State 4-H Horse Show entry forms County Packet, to the Equine Extension Youth Specialist by **JULY 12, 2017**, so volunteers can be notified of their assignments by mail. **Horse Show entries will not be processed by the state office until the required volunteer information is received from the County. Michigan State University requires that all volunteers at certain venues on campus (including the MSU Pavilion) complete a background check before being cleared to volunteer.**

Please remember – you are requesting a preferred arena and day (you cannot request a preferred time) – It is not always possible to grant the specific ring you requested. A letter with your assignment will be sent prior to the show. Keep in mind – if you are attending the show and are the only “helper” for a young person showing – you will not make a good volunteer on the day your young person shows. Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be effected for future State 4-H Horse Shows.

The State 4-H Horse Show hosts over 600 youth participants over the 3 days of the show, ***we greatly appreciate and rely on the assistance of a large number of volunteers to make the State Horse Show a success.***

Volunteer Schedule:

	Friday	Saturday	Sunday
Orientation Meeting	7:45 a.m.	7:45 a.m.	7:45 a.m.
A.M. Shift	8:45 – 2:00 p.m.	8:45 – 1:30 p.m	8:45 – 1:30 p.m
P.M. Shift	1:30 - Last Class	1:00 - Last Class	1:00 - Last Class
H. Hack/Dressage Rail		8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Trail (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	
Dressage (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	

2017 State 4-H Horse Show State 4-H Horse Show Volunteer

Please remember- you are requesting a specific day and a preferred arena- it is not always possible to grant the specific ring you requested. A letter with your assignment will be sent prior to the show. Volunteers will need to stay at their assigned location for several hours without an opportunity to visit other locations on the grounds during your assigned time.

Please return this form to your county Extension office by their designated deadline.

Be sure to give complete address and email if available.

Name	County	
Address	City	Zip
Telephone	Email	

Please check one:

_____ Teen volunteer (15 yrs & older) Birth date: _____

_____ Adult volunteer - **If you have a youth showing, please provide their name:** _____

Has the Volunteer Selection Process been completed in the county? Yes _____ No _____ (if no you must complete the attached background check form)

Please choose the day & arena you prefer:

Volunteers are critical to the success of this show and we appreciate your help!

Friday	East Arena	Indoor Arena			
Saturday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage Test
Sunday	East Arena	Indoor Arena	H. Hack/Dsg Rail	Trail Arena	Dressage Test

Volunteers will need to stay at their assigned location for several hours without opportunity to visit other locations on the grounds during your assigned time slot. The time commitment is approximately 4.5 hours. If the appropriate number of volunteers from each county are not provided, county show quotas will be effected for future State 4-H Horse Shows.

Once assignments have been made – the tentative Volunteer Schedule will be as follows:

Volunteer Schedule:

	Friday	Saturday	Sunday
Orientation Meeting	7:45 a.m.	7:45 a.m.	7:45 a.m.
A.M. Shift	8:45 – 2:00 p.m.	8:45 – 1:30 p.m.	8:45 – 1:30 p.m.
P.M. Shift	1:30 - Last Class	1:00 - Last Class	1:00 - Last Class
H. Hack/Dressage Rail		8:45 a.m. - ~11:00 a.m.	8:45 a.m. - ~11:00 a.m.
Trail (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	
Dressage (2 shifts)		8:45 – 12:30 p.m., 12:30 – last rider	

MICHIGAN STATE UNIVERSITY

Volunteer Application and Background Check Authorization Form VOLUNTEER EVENT WORKERS

Organization/Group Affiliation (Please Print):				
Last Name:		First Name:		Middle Name:
Date of Birth:			<input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address (Street):		City:	State:	Zip Code:
Home Phone (with area code):		Email Address:		
Are you currently employed by Michigan State University?: <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been employed by Michigan State University?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide Department name and reason for termination: _____				

Emergency Contact Name: _____ Phone Number: _____

Criminal History
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there criminal charges pending against you at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer "yes" to either of these questions, please describe the nature of the crime(s) or charge(s), the date and place of the offense, and the legal disposition of the case. _____ _____ _____
NOTE: The University conducts a criminal records background check on all volunteers. A "yes" response will not automatically disqualify an individual from consideration.

I understand that I will not be allowed to begin volunteer work at MSU until a criminal background check has been completed. Checking the consent box below and typing my name on the applicant signature line constitutes my electronic signature.

☐ I authorize Michigan State University to conduct a criminal background check on me.

Applicant Name	Date	Department Signature	Date
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**STATE 4-H HORSE SHOW
COUNTY SUMMARY SHEET/PAYMENT FORM**

DUE: JULY 12, 2017

TO: Equine Extension Educator
State 4-H Horse Show
474 S. Shaw Lane
East Lansing, MI 48824-1224

County _____

Please list the names of all county delegates and alternates below.

Entry Fee: \$60 per delegate** - do not submit entry fee(s) for alternate(s).

Please remember to refer to County Quota Sheet to verify the correct number of delegates allotted for your county.

	Name of Delegate	Day Exhibiting (Fri, Sat or Sun)	Camping Adn'l Fee of \$20/night	T-Shirt \$12/each	Additional Stay \$20/night (Must have pre-approval number from State Office)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Total Number of Delegates _____ x \$60 = _____ + **Camping** _____ + **TShirt** _____ +
Additional Stay _____ **Total amt. Enclosed \$** _____

Name & email of Extension staff submitting form _____ Email _____
(This form must be signed by a 4-H Youth staff member or other appropriate Extension staff person or the entries will not be accepted.) This form must accompany
all county registration forms. Payment and transmittal may be sent with this form or forwarded to State 4-H Office – DN022677 subaccount 1066

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